

ARTICLE III

BUSINESS AND NON-INSTRUCTIONAL OPERATIONS

1. Budget	
Budget Planning	3100
Fiscal Management Goals.....	3100.1
Determination of Budget Priorities.....	3100.2
Budget Deadlines and Schedules	3101
Budget Hearing	3101.1
Dissemination of Budget Recommendations.....	3102
2. Income	
Federal Funds	3230
Post Issuance Compliance Policy for Bond Issues	3231
Tuition for Foster Children	3240
Spectator Admissions--Athletic Events	3250
Investment Policy.....	3290
3. Expenditures	
Purchasing Policy.....	3310
Discontinuance of Claim Form.....	3326
Transfer of Funds.....	3330
Petty Cash	3340
Travel & Conference Expense Reimbursement.....	3350
4. Accounts	
Internal Auditor	3434
Independent Audit.....	3434.1
Purchase Contracts for Student Activity Funds	3460.1
Deposit of Student Activity Funds.....	3460.2
Capital Assets Accounting Procedure	3461
Wire Transfer Policy.....	3470
Online Banking	3471
Fund Balance	3480
Returned Checks	3490
5. Non-Instructional Operations	
A. Operation of Plant	
(1) Security of Facilities.....	3517
B. Maintenance of Plant	
(1) Storage and Use of Hazardous Substances	3526
(2) Pesticides and Pest Management.....	3527
(3) Carbon Monoxide Detection and Response	3528
(4) Extreme Heat Condition Days.....	3529

C. Auxiliary Agencies	
(1) Transportation	3545
(2) Free and Reduced Price Meals	3546.1
(a)Income Eligibility Guidelines for Free and Reduced Price Meals ..	3546.1AT
(3) Meal Charge Policy	3546.2
(4) Meal Charge and Prohibition of Meal Shaming Policy	3546.3
D. Use of Cell Phones.....	3600
E. Use of Credit Cards	3610
F. Key Distribution	3615
G. Payroll Certification Forms (PAR)	3700
H. Technology	
(1) Secure Data Destruction Policy.....	3801
(2) Technology Security for Personal, Private and Sensitive Information	3802
(a) Parents' Bill of Rights	3802-E
(3) Computer Password Policy	3803

Updated 06/2020
Updated 8/4/25